

ADVERT ID 247911

Secretary

Scoil Bhride NS

Harpurs Lane Knockmay Portlaoise Portlaoise R32EV18
<https://www.scoil-bhride.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Jan 20 2026
Application Closing Date: Fri Jan 30 2026
Commencement Date: Mon Feb 23 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 1
Total No. of Teaching Staff: 72
Current Enrolment: 737
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Scoil Bhride N.S. Portlaoise invites applications for the Post of Secretary. This is a permanent position, working 5 days per week from 8.20am to 3.00pm, in support of our current secretary.

The role of the school secretary is to contribute to the smooth running of the school through the provision of a professional office service and to act as a key support to the School Principal in managing the wide variety of administrative tasks associated with running a vibrant school. The role includes, but is not limited to the following;

1. Assisting the principal with the daily administration tasks, meeting requests, scheduling events, booking buses.
2. Managing school correspondence, postage etc.
3. Procurement & Maintenance of school supplies
4. Updating, managing and storing school records in compliance with GDPR.
5. Assisting with the organisation of school events and activities

The successful candidate will be committed and will demonstrate the following

- Excellent communication skills – friendly, clear, and professional when dealing with pupils, parents, staff, and visitors
- Strong organisational skills – able to manage records, schedules, correspondence, and multiple tasks efficiently
- Attention to detail – accurate handling of student information, attendance, finances, and official documents

- Confidentiality and discretion – trusted to handle sensitive pupil and staff information responsibly
- IT and administrative skills – competent in Microsoft Office, email systems, databases, and school management software
- Time management – able to prioritise tasks and meet deadlines in a busy school environment
- Approachable and child-friendly – calm, patient, and supportive when interacting with young children
- Team player – Ability to work on own initiative but also to work as part of a diverse team incorporating Secretary, Principal, Board of Management, Teaching Staff, SNAs and ancillary staff.
- Problem-solving ability – handles enquiries, issues, and unexpected situations calmly and effectively
- Reliability and professionalism – punctual, dependable, and committed to supporting the smooth running of the school

The successful candidate will report to the principal, will be an integral part of our school community and will manage the school office in a welcoming, professional and discreet manner. The successful candidate will uphold and respect the School Ethos at all times

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake Tusla Child protection Training and training in GDPR.

The position will be subject to the terms of DEY Circulars Revision of Salaries and Annual Leave Arrangements for School Secretaries. The entry-level for this role is on the first point of the scale unless the candidate has previous work experience as a School Secretary. (See www.forsa.ie/pay-scales/education-salary-scales/.)

To apply for the position, send a CV and letter of application, including the names, roles and contact details of three referees, for the attention of the Chairperson by email only to secretaryapp@scoil-bhride.com

Please write "School Secretary Application" in the subject line of the email.

This position is subject to a six month probationary period.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	19747M
Apply To:	secretaryapp@scoil-bhride.com
County:	Laois
Enquiries To:	mail@scoil-bhride.com
Website:	https://www.scoil-bhride.com